

**CONFIDENTIAL****ROUTING AND RECORD SHEET**

SUBJECT: (Optional)

FROM  EXTENSION NO.  25X1  
 Director, Foreign Broadcast  FBIS-1425/85 25X1  
 Information Service

TO: (Officer designation, room number, and building) DATE RECEIVED FORWARDER OFFICER'S INITIALS COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Deputy Director for Science and Technology Room 6E45 - Headquarters

RECEIVED  FORWARDER  OFFICER'S INITIALS

Request approval of Sunday Premium Pay for GS-06 part-time administrative assistant at the FBIS Jordan Bureau.

2.

3. Director of Personnel Room 6N20

4.

5.

6.

7.

8. Director, Foreign Broadcast Information Service

9. 1013 Key Building

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**CONFIDENTIAL**

~~CONFIDENTIAL~~FBIS-1425/85  
28 MAY 1985

MEMORANDUM FOR: Director of Personnel

THROUGH: Deputy Director for Science and Technology

FROM: [REDACTED] 25X1  
Director, Foreign Broadcast Information ServiceSUBJECT: Approval of Sunday Premium Pay for GS-06 Part-time  
Administrative Assistant at the FBIS Jordan Bureau1. Paragraph 3 contains a recommendation for your approval of  
payment of Sunday premium pay to [REDACTED] a part-time  
external-contract employee at FBIS' Jordan Bureau. 25X12. [REDACTED] is the administrative assistant at our Jordan Bureau.  
The regular office hours for the bureau are from 0700 to midnight, Sunday  
through Thursday. The Friday-Saturday weekend coincides with the  
workweek schedule in a Moslem country. Sunday duty is required as a part  
of [REDACTED] regular schedule and is in support of the FBIS mission of  
providing broadcast coverage in Amman. 25X13. It is therefore requested that authorization for payment of  
Sunday premium pay for Mrs. Hanks be granted.


25X1

CONCUR:

Deputy Director for Science and Technology

Date

APPROVED:

Director of Personnel

Date

25X1

~~CONFIDENTIAL~~

SUBJECT: Approval of Sunday Premium Pay for GS-06 Part-time  
Administrative Assistant at the FBIS Jordan Bureau

• DDS&T/FBIS/Pers, [redacted] (8 MAY 85)

25X1

Distribution:

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3 - DDS&T

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1 - FBIS Registry

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